

STAT

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Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170022-0

14 February 1962

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I am ordering the equipment you requested [redacted] and a listing is attached for your information. A tentative date of arrival of the equipment at your office is 16 April 1962. As processing of the order progresses I will keep you informed of the revised time of arrival at your Office. You may need to prepare a receiving place.

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I am quite interested in the suggested use of 2" x 4"s as bases for the shelving. We have had no experience like this in our previous installations and neither has the local Diebold Office. We have made arrangements to turn the bases into the [redacted] Diebold Representative for credit if the 2" x 4"s work out satisfactorily for you.

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We too have found the standard shelf filing folders rather light for frequently used files. I am sending you a sample of the type we normally use for shelf filing. Your folders will have the tab in the extreme right hand position as opposed to the center position on the sample. We do need to know the position of the fasteners and the quantity of folders needed. The standard position for the fastener is known as Position No. 1 indicated in the sample. If more than one is required, Positions No. 1 and 4 are best to balance the thickness of the folder.

The Chief Index Branch has informed me that you plan to prepare new folders and labels. I am enclosing a sample of a Pressure Sensitive Label now available from our supply system. More will be sent to you later as we find them exceptionally efficient from the standpoint of preparation and affixing them to file folders.

Please let me know of any additional needs along these general lines where we can be of help. Should you decide that we can be of assistance with the preparation of new folders, labels, etc., we can easily engage the necessary help from the personnel pool located in our building.

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Distribution: [redacted]

Orig & 1 - add [redacted]
1 - RAO
1 - Ex Off/00

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Attachments